
Reference H: **PARMS and Year 2000 Budget Reporting Requirements**

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Unique Budget Reporting Requirements

The Year 2000 Project at HUD will call for unique budget reporting requirements since renovation and conversion efforts will involve several divisions, application systems, and development teams consisting of both HUD and contractor personnel.

Up-to-Date Financial Estimates and Actuals Are Required

Because of the critical nature of the Y2K Project, up-to-date financial estimates and actuals are required on a HUD-wide basis for reporting purposes to Division Directors, IT Management, OMB, and Congress.

Follow These Minimum Requirements When Establishing PARMS Entities

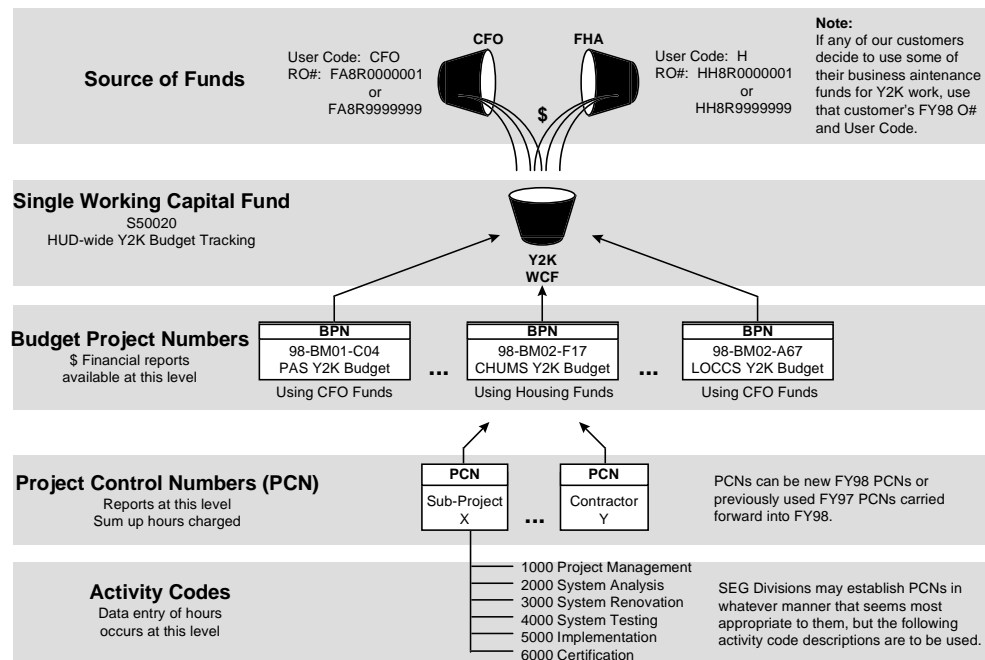
It is necessary for all renovation team leads to use the following minimum requirements when establishing entities in the Project and Resource Management System (PARMS) to track Y2K work efforts and costs in FY1998. **Figure H-1** depicts how PARMS budgets and projects are to be established.

Several budget project numbers (BPNs) have already been created in PARMS for application systems or projects requiring Year 2000 work in FY98. Ask your Division Director or Branch Chief for a list of these existing BPNs. If your application system or project is on this list, you can use the associated BPN.

Should you need to create additional BPNs because your application system/project is not on the list of existing numbers, or because your work break down requires the separation of budgets, you may do so while following these key guidelines:

- If the FY98 BPN you are creating is directly related to a continuation of work that was performed last fiscal year with an FY97 BPN, use the “FY Continuation” feature located at the bottom of the function screen. This facilitates making the new BPN based on a current project and maintains a link in PARMS to its predecessor should a need arise to accumulate project costs over multiple years.

Figure H-1: Establishment of Year 2000 PARMS Budgets and Projects



- All BPNs should be linked to HUD's Year 2000 Working Capital Fund (WCF) S50020. This WCF will be used to generate reports for tracking Year 2000 expenditures on a HUD-wide basis.
- If you are creating a BPN that will be used for a Housing system/project, use the User Code “H”. Housing systems/projects should use Reimbursable Order numbers (RO numbers): HH8R0000001 for Priority 1 funded projects, or HH8R9999999 for projects with a priority of 2 or lower that are unfunded.
- If you are creating a BPN that will be used for a CFO system/project, use the User Code “CFO”. CFO systems/projects should use RO numbers FA8R0000001 for Priority 1 funded projects, or FA8R9999999 for projects with a priority of 2 or lower that are unfunded.
- If you are not sure what priority your system/project has been given, see your Division Director or Branch Chief. If any of our customers decide to use some of their own business maintenance funds for Year 2000, use that customer's FY98 RO number and that customer's User Code.

Each BPN has a budget figure associated with it. Budget figures assigned to each newly created BPN should not exceed the Year 2000 funds made available for your system/project. See your Division Director or Branch Chief to verify available funding amounts for your Year 2000 work.

PARMS Year 2000 Activity Number Categories

Renovation team leads may establish PARMS work projects (PCNs) in the manner most appropriate to their needs. However, when creating activities for each PCN, use the activity descriptions outlined in **Table H-1** below. These categories will allow the Department to track expenditures by significant Year 2000 work phases.

Table H-1: Year 2000 Project PARMS Activity Number Categories

Phase	Account Number	Account Description	Work Included
A	1000	Project Management	Administration Control Resource Management Budgeting Work Planning Communication/Reporting
B	2000	Systems Analysis	Application/Disposition Review Code Assessments Renovation/Conversion Planning Technical Design
C	3000	System Renovation	Code Renovation Database Conversion Configuration Management
D	4000	System Testing	Test Plan Documentation Unit, System, Integration, Regression and User Acceptance Testing Test Result Documentation
E	5000	Implementation	Software Release Documentation Roll-Out to Production Documentation Update & Publication
F	6000	Certification	Kick-Off Meeting Test Plan & Result Reviews Review Board Sign-Off

Questions? Send a cc:Mail Message to Team 2000

If you have any questions after reading this section please submit them via e-mail to the Team 2000 mailbox at Team_2000@hud.gov, or call the Team 2000 Project Office at 202.755.2000.

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